

# GOOD HOUSEKEEPING PLAN (GHP)

## APPLICABILITY CERTIFICATION

**Facility Name:** \_\_\_\_\_

**Facility Address:** \_\_\_\_\_  
\_\_\_\_\_

**Date of Evaluation:** \_\_\_\_\_

*To comply with Part IV.D.4.b of the County's Phase I Municipal Separate Storm Sewer System (MS4) Permit, the County must develop, implement, and maintain a Good Housekeeping Plan (GHP) for County-owned properties not required to be covered under Maryland's General Permit For Discharges from Stormwater Associated with Industrial Activities (General Permit 20-SW). The purpose of this certification is to evaluate and document if a specific County-owned facility is subject to the GHP requirements.*

*This evaluation shall be completed by an individual familiar with the operations of the property being assessed. One form must be completed for each facility or site for which you are seeking to certify GHP applicability. Additional guidance on completing this form is provided in the "Guidance Manual to GHP Applicability. This form shall be completed in its entirety.*

*This program applies to permanent/fixed locations only. Temporary work sites such as construction sites or roadways undergoing repairs or maintenance are excluded from this program.*

*This Certification must be reviewed and updated once every three (3) years, or within 90 days of substantial changes to a facility's operations which could reasonably contribute to stormwater pollution. Any newly constructed/acquired facility must be assessed within six (6) months of initiating operations at the facility.*

*A facility's GHP must be amended and reissued to the facility within 45 days of any changes to the facility's GHP Applicability Certification.*

Good Housekeeping Plan Applicability Certification

**SECTION A – FACILITY OWNER INFORMATION (COUNTY/JURISDICTION)**

1. **Jurisdiction Name:** \_\_\_\_\_
2. **Jurisdiction Address:** \_\_\_\_\_  
\_\_\_\_\_
3. **GHP Program Contact Name:** \_\_\_\_\_
4. **GHP Program Contact Address:** \_\_\_\_\_  
\_\_\_\_\_
5. **GHP Program Contact Information:** \_\_\_\_\_ *(phone)*  
\_\_\_\_\_ *(email)*

**SECTION B – FACILITY OPERATOR INFORMATION (AGENCY/DEPARTMENT)**

1. **Agency/Dept. Name:** \_\_\_\_\_
2. **Agency/Dept. Address:** \_\_\_\_\_  
\_\_\_\_\_
3. **Agency/Dept. Contact Name:** \_\_\_\_\_
4. **Agency/Dept. Contact Address:** \_\_\_\_\_  
\_\_\_\_\_
5. **Agency/Dept. Contact Information:** \_\_\_\_\_ *(phone)*  
\_\_\_\_\_ *(email)*

## Good Housekeeping Plan Applicability Certification

### SECTION C – FACILITY INFORMATION

1. Facility Site Name: \_\_\_\_\_
2. Facility Site Address: \_\_\_\_\_  
\_\_\_\_\_
3. Facility Type: \_\_\_\_\_
4. Facility Contact Name:\* \_\_\_\_\_
5. Facility Contact Information:\*
- (phone) \_\_\_\_\_
- (email) \_\_\_\_\_
6. Facility Coordinates (decimal): \_\_\_\_\_
7. Facility Size (acres): \_\_\_\_\_
8. Environmental Justice Score:       ≤76       >76
9. Facility in 100-yr. Floodplain:       Yes       No
10. Is this facility covered under Maryland's General Permit For Discharges from Stormwater Associated with Industrial Activities (General Permit 12-SWA / 20-SW)?       Yes       No
11. Has a "No Exposure" Certification been approved for this facility?       Yes       No

*If you answer "Yes" to either question 10 or 11, complete Section D, and then stop. You do not have to complete Section E, as a GHP is only needed for a facility that is not covered under the 20-SW permit or an associated "No Exposure" certification.*

\* If different from the contact information provided in Section B.

### SECTION D – PREPARER INFORMATION

Name: \_\_\_\_\_

Department/Company: \_\_\_\_\_

Date: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

## SECTION E – APPLICABILITY CHECKLIST

Are any of the following activities occurring at the facility, now or in the foreseeable future? Please check either "Yes" or "No" in the appropriate box. If you answer "Yes" to any of these questions, the facility will require a Good Housekeeping Plan, addressing all applicable activities.

*Note: When a question asks if an activity is conducted outdoors, the intent is to determine if the activity has the potential to be exposed to stormwater or precipitation. Generally, activities conducted inside a building would not be considered "exposed". For the purposes of this document, a "building" shall be defined as a closed structure, in a fixed location, with a roof and walls on all sides. A "building" does not include storage sheds or shipping containers.*

WASTE MANAGEMENT	NO	YES
1. Does this facility routinely generate industrial waste (i.e. waste produced by industrial or manufacturing activities), excluding minute amounts? <i>Examples include but are not limited to oil, solvents, chemicals, automotive fluids, pesticides, dirt, gravel, masonry, concrete, scrap metal, scrap lumber, etc.</i>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are facility wastes stored in open-top roll-off dumpsters or other open-top containers, which are located outdoors?	<input type="checkbox"/>	<input type="checkbox"/>
3. Does this facility store scrap metal outdoors?	<input type="checkbox"/>	<input type="checkbox"/>
4. Is there a trash compactor in use at this facility?	<input type="checkbox"/>	<input type="checkbox"/>
5. Does this facility store Universal or Hazardous waste outdoors?	<input type="checkbox"/>	<input type="checkbox"/>
6. Is debris generated from street sweeping, storm drain cleaning, or other similar activities stored on-site, prior to disposal?	<input type="checkbox"/>	<input type="checkbox"/>
7. Is used cooking oil/grease, including grease disposal containers, stored at this facility, in an outdoor location?	<input type="checkbox"/>	<input type="checkbox"/>

VEHICLE AND EQUIPMENT STORAGE	NO	YES
1. Is heavy equipment or attachments (e.g. snow plow blades, breakers, etc.) routinely stored at this facility?	<input type="checkbox"/>	<input type="checkbox"/>
2. Are buses routinely stored at this facility?	<input type="checkbox"/>	<input type="checkbox"/>
3. Are garbage trucks, routinely stored at this facility?	<input type="checkbox"/>	<input type="checkbox"/>
4. Are fire engines, ladder trucks, police vehicles, ambulances, or other first responder vehicles, routinely stored at this facility?		
5. Are fuel trucks, routinely stored at this facility?	<input type="checkbox"/>	<input type="checkbox"/>
6. Are vehicles, generally pick-up trucks, equipped with external fuel transfer tanks, routinely stored at this facility?	<input type="checkbox"/>	<input type="checkbox"/>
7. Are pick-up trucks/work trucks, with open beds that may contain potential stormwater pollutants, routinely stored at the facility?		
8. Is portable, petroleum-powered equipment (e.g. pumps, portable light stands, portable generators, etc.) routinely stored at this facility?	<input type="checkbox"/>	<input type="checkbox"/>
9. Are damaged, wrecked, or scrap vehicles/equipment; or vehicles/equipment awaiting maintenance or transfer stored at this facility?	<input type="checkbox"/>	<input type="checkbox"/>

Good Housekeeping Plan Applicability Certification

<b>VEHICLE/EQUIPMENT REFUELING</b>	<b>NO</b>	<b>YES</b>
1. Are vehicle/equipment refueling activities performed on-site?	<input type="checkbox"/>	<input type="checkbox"/>

<b>VEHICLE MAINTENANCE</b>	<b>NO</b>	<b>YES</b>
1. Are vehicle or equipment maintenance activities conducted at this facility?	<input type="checkbox"/>	<input type="checkbox"/>

<b>VEHICLE/EQUIPMENT WASHING</b>	<b>NO</b>	<b>YES</b>
1. Is vehicle/equipment washing conducted at this facility? <i>This could include vehicle wash houses, steam cleaning bays, pressure washing of vehicles or equipment to remove dirt or salt, heavy equipment wash downs, etc. This excludes vehicle washing that is conducted in accordance with the terms and conditions of an existing State discharge permit.</i>	<input type="checkbox"/>	<input type="checkbox"/>

<b>MATERIAL STORAGE</b>	<b>NO</b>	<b>YES</b>
1. Do you store containers of oil-based products at this facility in outdoor locations? <i>This includes storage sheds, shipping containers, storage cabinets, or any other area that is not within a fixed building. This excludes oil-based products stored within underground or aboveground storage tanks.</i>	<input type="checkbox"/>	<input type="checkbox"/>
2. Do you store hazardous substances (e.g. paints, solvents, chemicals, cleaners, automotive fluids, pesticides, herbicides, etc.) at this facility in outdoor locations? <i>This includes storage sheds, shipping containers, storage cabinets, or any other area that is not within a fixed building. This excludes hazardous substances stored within underground or aboveground storage tanks.</i>	<input type="checkbox"/>	<input type="checkbox"/>
3. Do you store fertilizers at this facility in outdoor locations? <i>This includes storage sheds, shipping containers, storage cabinets, or any other area that is not within a fixed building.</i>	<input type="checkbox"/>	<input type="checkbox"/>
4. Do you store bags of erodible materials (excluding deicing materials) at this facility, in an outdoor location? <i>This includes but is not limited to soil, sand, cold patch asphalt, concrete, cement, grout, mulch, etc.</i>	<input type="checkbox"/>	<input type="checkbox"/>

<b>ABOVEGROUND STORAGE TANKS (ASTs)</b>	<b>NO</b>	<b>YES</b>
1. Does this facility store oil-based product in an aboveground storage tank (AST) that is located outdoors? <i>(This excludes a generator set or “GenSet”, which is a factory-supplied unit consisting of an emergency generator mounted on top of a fuel supply tank).</i>	<input type="checkbox"/>	<input type="checkbox"/>
2. Does this facility store chemicals or other hazardous substances in an AST that is located outdoors?	<input type="checkbox"/>	<input type="checkbox"/>
3. Does this facility store de-icing fluids in an AST that is located outdoors?	<input type="checkbox"/>	<input type="checkbox"/>

## Good Housekeeping Plan Applicability Certification

<b>CITIZEN DROP-OFF CENTER</b>	<b>NO</b>	<b>YES</b>
1. Does this facility provide an area where the public can dispose of used oil, waste antifreeze, or other waste oil-based products/hazardous substances?	<input type="checkbox"/>	<input type="checkbox"/>
2. Does this facility provide an area where the public can dispose of solid waste or recyclable materials?	<input type="checkbox"/>	<input type="checkbox"/>
3. Does this facility provide an area (collection center) where the public can drop off organic debris/waste for disposal?	<input type="checkbox"/>	<input type="checkbox"/>

<b>STOCKPILES</b>	<b>NO</b>	<b>YES</b>
1. Are stockpiles of erodible materials stored at this facility, in an outdoor location? <i>(This includes but is not limited to soil, sand, millings, slag, cinders, sawdust, landscaping bark, compost, etc.)</i>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is cold mix asphalt stored in bulk at this facility, in an outdoor location?	<input type="checkbox"/>	<input type="checkbox"/>

<b>DEICING MATERIALS</b>	<b>NO</b>	<b>YES</b>
1. Is salt, abrasive-salt mix, or other aggregate deicing materials stored in bulk (e.g. loose form) at this facility?	<input type="checkbox"/>	<input type="checkbox"/>
2. Are stockpiles of bagged salt/deicing materials stored at this facility in outdoor locations?	<input type="checkbox"/>	<input type="checkbox"/>
3. Are vehicle-mounted salt spreaders/hoppers stored at this facility?	<input type="checkbox"/>	<input type="checkbox"/>
4. Are vehicles storing salt or salt-containing mixtures within open beds stored at this facility?	<input type="checkbox"/>	<input type="checkbox"/>

**Is a GHP required for this facility:**  Yes  No

*If you answered "Yes" to any of the preceding questions, the facility would require a Good Housekeeping Plan, addressing all applicable activities.*

### **If a GHP is required, which activities are to be included in the GHP?**

*Identify any activity in which a question above was answered "Yes".*

- Waste Management
- Vehicle and Equipment Storage
- Vehicle/Equipment Refueling
- Vehicle Maintenance
- Vehicle/Equipment Washing
- Material Storage
- Aboveground Storage Tanks
- Citizen Drop-Off Center
- Stockpiles
- Deicing Materials